FY2017 Procedures for Preparing Application Information
on the Website
(Grant-in-Aid for Research Activity Start-up)

"Application Information" on the website as part of research proposal is one of the application forms which leads to confirmation of the application contents and creating the screening documents. Therefore, it should be prepared carefully so as not to be unacceptable or affect the screening result.

The Application Information on the Website are the items which the Principal Investigator directly fill out by accessing the "JSPS Electronic Application System for Projects Funded by KAKENHI" (hereinafter called "electronic application system") using the ID and password on e-Rad, "Cross-Ministerial Research and Development Management System, correctly". This data also constitutes the first half of the proposal.

Part of necessary information such as Effort and others should be registered on e-Rad to apply for Grant-in-Aid.

The Principal Investigator is responsible for preparing the application information and should do so according to the rules set forth in the Application Procedures. When preparing the application information, he or she should pay attention to the following points.

The name or affiliation etc., of principal investigator appears automatically based on the previous registration by research institution. If the applicant finds mistakes, please save the data tentatively, inform the secretariat of your institution of the incorrect information and follow their instructions.

Please select "Entry of Application Information" of the research category (Grant-in-Aid for Research Activity Start-up) from the "List of Research Categories - Applications Accepting". When you click the button "Japanese ▶ English", the screen will be changed to English version.

Remarks

Researchers who satisfy either Condition A) or B) below are eligible to apply for this grant.

A) Researchers who were not eligible under the Grants-in-Aid application calls issued by MEXT and JSPS during the period from September 1 to November 7, 2016, but who obtained the eligibility after the Grant-in-Aid deadline of November 7, 2016.

B) Researchers who were not eligible under the above Grants-in-Aid application calls for reasons of maternity and/or childcare leave in FY2016.

> **Note 1** Regarding the Grant-in-Aid Eligibility, please refer to the Application Procedures, pages 19-21.
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> **Note 2** If the researcher satisfies Condition B), Form U-3"Background Description Regarding the Eligibility for Grant-in-Aid for Research Activity Start-up FY2017" must be submitted to JSPS before applying. Form U-3 must be prepared and submitted by the research institution, so researchers planning to apply should promptly communicate their intention to the research institution. Please refer to the Application Procedures, pages 21-23.

1. Requested Areas for Screening

The applicant should select one of the following areas for screening on page 30 of the Application Procedures.

> (1) Humanities , (2) Social Sciences , (3) Mathematical and Physical Sciences , (4) Chemistry ,
> (5) Engineering , (6) Biology , (7) Agricultural Sciences , (8) Medicine, Dentistry, and Pharmacy

2. Related Research Areas (Item)

The applicant should fill out the most related research field number from the "List of Categories, Areas, Disciplines and Research Fields" (cf. Application Procedures, pages 31-33) (hereinafter called "List of Research Fields").

3. Screening Sub-panel Number

If the applicant selects a research field with the indication "A", "B" or "C" from the "List of Research Fields", he or she should select the most related sub-panel number from the "List of Categories, Areas, Disciplines and Research Fields - Appendix Table of Keywords" (cf. Application Procedures, pages 34-70) (hereinafter called "Table of Keywords"), and fill out either alphabet as follows:

"Screening Sub-panel A" → A, "Screening Sub-panel B" → B, "Screening Sub-panel C" → C

4. Name of the Principal Investigator

Family and given names are displayed automatically as they are registered by research institution previously, therefore, principal investigator should confirm the information is correct.

5. Age

Age appears automatically as it is registered by research institution previously, therefore, principal investigator should confirm the age as of April 1, 2017 whether the information is correct.

6. Research Institution, **Academic Unit and Position**

Research Institution, Affiliation and Position of Principal Investigator appear automatically as they are registered by research institution previously, therefore, principal investigator should confirm the information is correct at the time of research proposal creation.

(1) If the affiliation displayed is different from the one that the applicant actually belongs to, please revise it to the correct one. In case affiliation does not exist, you should fill out a space in the column.

(2) If the name of the position that is automatically displayed is different from the actual name of the applicant's position, please revise it to the correct one.

7. Academic Degree, Field of Specialization and Effort

The applicant should be sure to describe each of these items.

The applicant should fill out the time allocation rate (an integral number between 1 and 100) in the section "Effort", assuming that the research project will be selected.

When determining the time allocation rate, the applicant should keep in mind the definition of "effort" by the Council for Science and Technology Policy. This definition is "the percentage of time allocation (%) necessary for the implementation of the research, if the entire yearly working hours of the researcher is set at 100%". The "entire working hours" mean not only for research activities, but also for entire actual working hours, including educational activities and other activities.

When the research project is selected, the applicant will be requested to determine the effort anew at that time and it will be registered in e-Rad.

8. Eligibility for Application

The application eligibility with Condition A) or B) selected previously is displayed. Please confirm that your eligibility information is registered correctly.

9. Date of Acquisition of the Eligibility To Apply for Grants-in-Aid for Scientific Research (for applicants with Condition A) only)

In this date column, state the year, month and day that the applicant newly acquired or reacquired the eligibility to apply for Grant-in-Aid (KAKENHI).

10. Period Taken for Maternity/Childcare Leave (for applicants with Condition B) only)

Please state the period of maternity/childcare leave in this column.

11. Budget and Research Project Number of Grant-in-Aid for JSPS Research Fellows (for applicants with Condition A) only)

Applicants who were selected for JSPS Research Fellows before acquiring eligibility for Grant-in-Aid and were noticed the provisional amount 2017, should fill out the provisional amount 2017 per 1,000 yen unit in the provisional amount column. If not applicable, fill out "0."

If you fill out the provisional amount, please fill out in the column "project number," too.

Note: The project number is the one stated in "Notice of Final Decision to Grant the Funding".

(Examples)

In the case of fellows under the JSPS Research Fellowship for Young Scientists:

"26・1234" "16J12345"

In the case of fellows under JSPS Postdoctoral Fellowship for Overseas Researchers:

"26・01234" "16F12345"

12. Title of Proposed Project

Please fill out the research project title expressing the specific contents throughout the research period in the column of "Title of Proposed Project". The number of characters that can be entered is 200. Please avoid general or abstract expressions here.

As a general rule, changes of the title of the research project will not be accepted.

The applicant should pay attention to the above mentioned and avoid the use of chemical formulas and mathematical formulas in particular.   (e.g. If "Ca^{2+}" is inputted as "Ca2+". It is counted as 4 characters.)

13. Budget for Proposed Project

Please fill out the budget per fiscal year and per breakdown based on the research plan in each column.   In this process, please take care of "objective costs (direct costs)" and "non-objective costs" stated below. In case annual budget of a fiscal year during the research period is less than 100,000 yen, the research project is not adopted, so please be careful.

The total amount of the budget (per fiscal year and per breakdown) is displayed automatically on

the confirmation screen after the completions of input, therefore, please confirm each amount.

When filling out, the amount should be stated per 1,000 yen unit and smaller amount less than 1,000 yen should be rounded down.

The applicant should fill out "0" in every blank box when expense will not be incurred. The total amount of Grant-in-Aid Research Activity Start-up is up to 1,500,000 yen per year, not 1,500,000 yen or less throughout 2 years. Please keep this in mind.

(Examples)

1 Research Plan for 2 Years

    1st year: 1,400 thousand yen / 2nd year: 1,000 thousand yen

2 Research Plan for 1 Year

    1st year: 1,400 thousand yen / 2nd year: 0 thousand yen

"Objective Costs"(Direct Costs)

The budget necessary for the implementation of the research including the budget for summarizing the research achievements is called "direct cost".

* In case any of the costs among "equipment", "travel expenses" or "personnel expenditure and remuneration" exceeds 90% of the fiscal year, or if "Miscellaneous" accounts for particularly large percentage of the budget in any single fiscal year, the applicant should describe in the proposal the reasons why these costs are necessary for the implantation of the research.

"Non-objective Costs"

The following costs are not included in the grant funding:

A Costs for buildings and other facilities except the costs for minor installations on account of the introduction of goods purchased by means of direct costs.

B Costs for handling accidents or disasters that occurred during the implementation of funded project.

C Personnel expenditure and remuneration for the Principal Investigator

D Other costs that the use of indirect costs seems to be appropriate.*

* Non-objective cost is expenditure necessary for the management and other things by research institution during the implementation of the research project. It accounts for 30% of the direct costs and utilized by the research institution.
In Grant-in-Aid for Research Activity Start Up, indirect cost is scheduled to be provided, however, the Principal Investigator does not need to mention the indirect costs in the application form.

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14. Wish for Disclosure of Screening Results

In case your research proposal has not been adopted, you can request for the disclosure of the screening result. Please select and check either box "Wish for Disclosure of the Screening Results: Yes" or "Wish for Disclosure of the Screening Results: No".